Information Technology Advisory Board

Project Management Standing Committee Charter

1.0   Authorization

The Project Management Standing Committee is established at the discretion of the Information Technology Advisory Board (ITAB) Chairperson for the purpose of assisting in the facilitation of ITAB business. This authorization is specified in Section 5.2 of the ITAB charter.

2.0   Name

The official name of this organization is the Project Management Standing Committee.

3.0   Purpose

The Project Management Standing Committee (hereafter PMSC) is established for the primary purpose of assisting in the facilitation of ITAB business. More specifically, it is intended to provide leadership, guidance and recommendations to the ITAB consistent with the recommendations below.

3.1   Objectives

PMSC advises ITAB and other state entities on management and tracking activities to ensure an implementation environment that is conducive to information technology project success. PMSC fosters cooperation and information sharing among state agencies and other stakeholders to enhance overall management of information technology projects. Specific objectives of PMSC include:

3.1.1   Promote outstanding information technology project management by defining a methodology that includes policies, architecture, standards and practices needed for successful information technology management.

3.1.2   Promote establishment of processes that incorporate risk management planning, risk identification, qualitative risk analysis, quantitative risk analysis, risk response planning, and risk monitoring and control of information technology projects.

3.1.3   Promote the collection and dissemination of project performance information to provide stakeholders with information about how resources are being used to achieve project objectives, and recommend processes to enhance status reporting, progress reporting, and forecasting.

3.1.4   Promote the development and implementation of models for understanding the full magnitude and impact of Information Technology investment and for executing financial analysis such as Total Cost of Ownership/ Return on Investment (TCO/ROI).

3.1.5   Provide a framework so that state information technology projects can be managed in compliance with project plans and requirements, that sound management practices are being observed, that contractors are delivering on their contracts, that adequate staffing patterns and schedules are identified.

3.1.6   Provide a structure for project oversight to ensure information technology projects are appropriately designed, tracked, monitored, and guided to achieve defined success factors and obtain expected business results.

4.0   Membership

    4.1   Members
Representatives of the Information Technology Advisory Board (ITAB) member agencies are eligible for Committee membership. The Chairman, Vice Chair, and Subcommittee Chairs are required to be members of ITAB, while subcommittee members are not. Subcommittees of the PMSC are as follows:

        4.1.1   Total Cost of Ownership

        4.1.2   Performance Measures

        4.1.3   Risk Management

        4.1.4   Project Oversight

5.0   Structure

    5.1   Officers

Chairpersons are designated annually by the ITAB chairperson and presented to ITAB for confirmation in the April ITAB meeting.

    5.2   Subcommittees

Subcommittees may be established at the discretion of the PMSC chairperson. The chairperson will maintain written documentation of the subcommittee structure and purpose.

6.0   Duties and Responsibilities

    6.1   Members

Members are expected to attend and participate in PMSC meetings. Members are the link between PMSC and their respective agencies.

    6.2   Chairperson

The Chairperson is responsible for leadership and coordination of all PMSC activities. The Chairperson is responsible for maintaining close cooperation and working relations with members and with ITAB. The Chairperson solicits and maintains current PMSC membership. The Chairperson is responsible for meeting schedules, meeting agendas, conduct of meetings and the documentation of meetings. The Chairperson develops and presents PMSC recommendations to the ITAB.

    6.3   Office of Information Technology

A representative from the Office of Information Technology will attend PMSC meetings to provide administrative support to the Chairperson. Support functions include the development and enhancement of materials established to support PMSC activities.

    6.4   Archivist

The Archivist is a staff representative from the State CIO's office appointed by the State CIO to work with the PMSC and subcommittees in documenting policies, standards and best practices.

7.0   Policy and Standards

The PMSC will advise ITAB on processes, procedures, and mechanisms to identify project management, risk management, financial analysis, performance measurement, and project oversight best practices for IT projects to improve the probability of a successful project delivered on time and on budget. Also, the PMSC will focus on project management training related to IT project activities.

8.0   Meetings

Committee meetings are normally held on a monthly basis at the discretion of the Chairperson. The meetings are open meetings with the agenda set by the Chairperson. Closed meetings may be held in compliance with RSMo Chapter 610 (Sunshine Law).

9.0   Term of Charter and Amendments

9.1   Term

This charter shall exist as written or as amended by section 9.2 until such time as the PMSC is dissolved.

9.2   Amendments

This charter shall be amended when a motion to amend is agreed to by two thirds of the voting members during a meeting of a quorum of the members. A member must submit an amendment to the Chairperson in writing in order for the amendment to be considered. Amendments are presented to the membership at the first meeting after the Chairperson is in receipt of the amendment. Amendments are voted on at the meeting following the presentation. Final approval will be granted by ITAB.